

## **DoD Space Planning Criteria for Health Facilities** **Toilets, Lounges, Locker Areas and Janitors' Closets**

### **6.1.1. PURPOSE AND SCOPE:**

This section provides guidance for the planning of toilets, staff lounges, locker rooms and janitors' closets.

### **6.1.2. DEFINITIONS:**

**Diaper Changing Area:** A fold-down table required in all public toilets and toilets at any primary care and pediatric clinics.

**Employee Count:** The number of employees used in determining plumbing fixtures, lockers or lounge areas. Unless specifically noted otherwise, the number of employees used should be during the peak shift.

**Janitors' Closets:** A janitors' closet is to be used primarily by the housekeeping staff, either an in-house or a contracted service staff members. This room should include a service sink, shelving for a limited amount of housekeeping supplies, and floor space for housekeeping equipment, such as a vacuum cleaner and/or mop bucket.

**Occupancies:** Plumbing fixture amounts depend on the building occupancy type:

**Business occupancy:** is a facility that provides treatment or services on an outpatient basis only.

**Ambulatory Health Care occupancy:** is a facility that provides treatment or services to four or more patients at the same time that meet the criteria of either the two statements below:

1. Provides, on an outpatient basis, treatment for patients incapable of taking action for self-preservation under emergency situations without the aid of others.
2. Provides, on an outpatient basis, surgical treatment requiring general anesthesia.

**Hospital occupancy:** is a facility that provides medical services on a 24-hour basis for medical, psychiatric, obstetrical or surgical care of four or more patients

**Patient Toilet:** This is a toilet that is intended for the use of any patient in a dedicated area or department and is located beyond the public area or public corridor.

**Public Toilet:** - This is a toilet that is intended for the use of anyone in facility and is located in a public area or off a public corridor.

**Service Sink:** This is a single, non-clinical sink that is intended for the use of a dedicated area or department.

**Staff Toilet:** This is a toilet that is intended for the use of the personnel that work in the area, i.e. not for public use. Staff toilets should not as a rule be located convenient to the public.

**Staff Lounge:** This is a room intended as a break area for the workers in their working area (clinic, section, service, etc.)

**Staff Locker Room:** This is an area, which includes lockers for staff personnel to work out/change clothes while at work, or may keep their uniform for work. This area will include a shower or showers.

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**Staff Personal Property Locker Area:** This is an area for lockers for staff personnel, who do not have an office, to secure their personal items while at work.

**Using Employee:** An employee that will use the staff locker and shower area. Use 20% of FTE personnel at the maximum shift.

#### **6.1.3. POLICIES:**

Each Department, Service or Clinic of a health treatment facility will be provided with adequate toilet, lounge and locker facilities. Every clinic or service, which provides services to patients, will be provided with toilets for the patients, i.e. patient will not have to depart the clinic to find a toilet.

An adequate number of toilets will be provided in appropriate location to provide facilities to handicapped persons in accordance with the American with Disabilities Act (ADA).

#### **Plumbing Fixtures:**

MIL-HDBK-1003/1 has adopted the International Plumbing Code (IPC) 2000, with certain amendments\*. It is important to note that the code differentiates between Ambulatory Health Care/Hospital and Business occupancies. The Ambulatory Health Care/Hospital occupancy requirements are more stringent than the Business occupancy requirements. The number of fixtures to be provided for these functions will be based on the total number of visitors and patients during the peak period as indicated by the number of seats provided in waiting rooms. The following table (which is based on MIL-HDBK-1003/1) will be used to determine the number of fixtures.

\* **Note:** Most of these amendments apply to Navy projects only; however, the SEPS committee has decided to adopt them for all services. They are typically more stringent than the IPC 2000.

<b>Fixtures:</b>				
<b>Patrons per fixture for Ambulatory Health Care/Hospital Occupancy</b>	<b>Water Closets</b>	<b>Drinking Fountains</b>	<b>Lavatories</b>	<b>Showers</b>
Each 15 women or fraction thereof	1		1	
Each 15 men or fraction thereof *	1		1	
Each 100 men/women or fraction thereof		1		
Each 15 using employee FTEs in max. shift or fraction thereof. Using employees are 20% of the total FTEs in max. shift				1

- Up to 34% of all water closets may be substituted with urinals.

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### Fixtures:

Patrons per fixture Business Occupancy	Water Closets	Drinking Fountains	Lavatories	Showers
Each 20 women or fraction thereof up to 100, then 1 per 40 thereafter	1			
Each 20 women or fraction thereof up to 100, then 1 per 45 thereafter			1	
Each 20 men or fraction thereof up to 100, then 1 per 40 thereafter *	1			
Each 20 men or fraction thereof up to 100, then 1 per 45 thereafter			1	
Each 100 men/women or fraction thereof		1		
Each 15 using employee FTEs in max. shift or fraction thereof. Using employees are 20% of the total FTEs in max. shift				1

\* Up to 34% of all water closets may be substituted with urinals.

**Drinking fountains:** Drinking fountains should not be located within restrooms.

**Janitors' Closets:** A janitors' closet is to be used primarily by the housekeeping staff, either an in-house staff or a contracted service group. Verify the specific contractor requirements if a contracted service group is employed. Several departments can share one janitor's closet, as long as the area of all the departments does not exceed 10,000 nsf.

**Locker Rooms:** In general, locker room space will be consolidated into a central locker room facility, separated from patient areas, with appropriate toilet and shower facilities. Lavatories and toilets will be provided according to the ratios identified above. Showers will be provided on a ratio of 1 shower per 15 using employees, during the maximum staffed shift, not to exceed 10 shower fixtures.

**Lounges:** A staff lounge is permitted per clinic by the criteria. Where a staff lounge will serve less than 10 employees during the maximum staffed shift, every effort will be made to combine the lounges from two or more adjacent clinics. The staff lounge is the location where employees may eat. The staff lounge must be provided with a sink.

**Personal Property Locker Areas:** In general, personal property locker areas space will be provided within each department.

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### **6.1.4. PROGRAM DATA REQUIRED:**

#### **STAFF:**

Program data for toilets, lounges and locker rooms is captured in each separate section of the criteria. For example, the data needed to program these facilities for the Physical Therapy Clinic is gathered with the data necessary for programming the Physical Therapy Clinic. The data generally consisted of the projected number of staff in the clinic, service or unit during the maximum shift and divided into projected numbers of male and female. Staff toilets and locker rooms may be combined and shared.

Determine if vending machines are included in staff lounges. Sections 4.2, 4.4, and 4.5 also have additional staff toilet, shower and locker requirements due to their frequent use by staff.

#### **OUTPATIENTS AND VISITORS:**

Public toilets in public areas (lobbies) will be based on the number of providers assigned to the MTF.

##### In Public Lobbies:

Providers	Sex	W.C.s	Lavatories	Urinals
1-20	Female	2	2	
	Male	1	2	1
20-100	Female	4	4	
	Male	2	4	2
100+	Female	6	6	
	Male	2	6	4

Include an area within each public toilet off a lobby for diaper change.

Within outpatient clinics, project both the number of male and female patients in the clinic at one time by counting the number of examination rooms (assuming one patient per room) and the number of seats in the waiting room. This is the maximum number of patients requiring toilet facilities for that clinic. Public toilets requirement between clinics may be combined and shared when the clinics are combined or share a waiting room. These numbers are based on a population that is 50% male and 50% female. MTF's that can clearly define a different ratio can be adjusted accordingly.

#### **BUILDING OCCUPANCY:**

Since plumbing fixture quantities vary between Ambulatory Health Care/Hospital and Business occupancy, the building occupancy needs to be determined.

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### **6.1.5. SPACE CRITERIA:**

**For Public and Staff Toilets and for Staff Showers and Lounges in Clinics/Services and Units:**

FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m <sup>2</sup>	nsf	
Patient, Visitor & Staff toilets containing no more than one W.C. and one lavatory. They will all be handicapped accessible.	5.57	60	If the door swings out, the area may be reduced to 40 nsf and still comply with accessibility requirements.
Toilet rooms containing two or more fixtures of the same kind will have at least one handicapped fixture. An allocation for an entry vestibule and a diaper changing area are also required.		varies	40 nsf per fixture plus an additional 15 nsf for each handicapped fixture, plus areas for diaper changing and an entry vestibule (see below).
Single occupancy toilets for inpatient rooms.	5.57	60	Nsf each.
Single occupancy room with shower/sink/toilet.	6.50	70	Nsf each.
Entry vestibule	1.39	15	Additional area in all toilet rooms containing two or more fixtures for visual privacy.
Diaper change area	0.93	10	Provide one in each public toilet and in toilets at primary care and pediatric clinics.
Personal Property Locker Area	1.86	20	Minimum (ten lockers). Provide 2 nsf for each FTE without a private office. Should be provided within each department. May be located in a lounge or as an alcove off of a staff hallway.
Changing Locker Room	9.29	100	Minimum. Add 7 nsf for each projected FTE over 10, on all shifts combined. May be centralized to accommodate more than one department. Provided to allow staff to workout/change clothes.
Shower Room	5.57	60	Minimum: provides area for one shower. Increase by one shower for each increment of 15 using FTE's on peak shift over 10. Add 20 nsf per each additional shower. Provide a minimum of one shower per changing locker room. May be centralized to accommodate more than one department. Provided to allow staff to workout/change clothes. Do not exceed 10 showers per shower room area.
Staff Lounge	0.93	140	Minimum. Add 10 nsf for each projected FTE over 10, on peak shift. Maximum size not to exceed 300 nsf. Add an additional 20 nsf if vending machines are included.

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FUNCTION	AUTHORIZED		PLANNING RANGE/COMMENTS
	m <sup>2</sup>	nsf	
Janitors’ Closet	5.57	60	One janitors’ closet per 10,000 nsf. Several departments can share one janitors’ closet, as long as the area does not exceed 10,000 nsf.